



MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY

27 JULIE / JULY 2017

**RAADSVERGADERING /**  
**COUNCIL MEETING**

**NOTULE / MINUTES**

**27 JULIE / JULY 2017**



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	<b>AFDELING : GOP / DEPARTMENT : IDP</b>	
C141/2017	Performance Management: 4 <sup>th</sup> Quarter top layer SDBIP report [5/1/3] Prestasiebestuur: 4de Kwartaal topvlak SDBIP verslag	
R141/2017		
C142/2017	Konsep GOP & begrotingsprosesplan vir die 2018/2019 boekjaar [5/1/2017/2018] Draft IDP & budget process plan for the 2018/2019 financial year	
R142/2017		
O.	<b>VERSLAE VOORGELË DEUR DIE DIREKTORAAT FINANSIEL DIENSTE / REPORTS PRESENTED BY THE DIRECTORATE FINANCIAL SERVICES</b>	
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ITEM TITEL/ITEM TITLE

C141/2017 DIRECTORATE DEVELOPMENT SERVICES: IDP: PERFORMANCE  
MANAGEMENT: 4th QUARTER TOP LAYER SDBIP REPORT

R141/2017 DIREKTORAAT ONTWIKKELINGSDIENSTE: GOP:  
PRESTASIEBESTUUR: 4DE KWARTAAL TOPVLAK SDBIP  
VERSLAG

*[Report compile in both languages / Verslag saamgestel in beide tale]*

LÉER NUMMER/FILE NUMBER

5/1/3

PURPOSE / AIM OF REPORT

The aim of the report is to ensure compliance with the performance regulations and to notify Council on the outcomes of the performance report of the Municipality for the period (July 2016 to June 2017).

DOEL VAN VERSLAG

Die doel van die verslag is om voldoening aan die prestasieverslag te verseker en om die Raad in kennis te stel van die uitkomste van die prestasieverslag van die Municipiteit vir die periode (Julie 2016 tot Junie 2017).

BACKGROUND

Section 1 of the MFMF defines the SDBIP as:

*“a detailed plan approved by the Mayor of the municipality in terms of section 53 (1) (c) (ii) for implementing the municipalities delivery of services and the execution of its annual budget and which must include the following:*

*(a) projections for each month of-*

*(i) revenue to be collected, by source; and*

*(ii) operational and capital expenditure, by vote;*

*(b) Service delivery targets and performance indicators for each quarter”.*

This report focuses on the service delivery targets and performance indicators for the financial year 2016/17 excluding the financial reports as these are reported on a monthly bases via the s71 reporting process.

## AGTERGROND

Artikel 1 van die MFBW omskryf die SDBIP as:

*“n Gedetailleerde plan wat deur die Burgemeester van die munisipaliteit goedgekeur is ingevalle artikel 53 (1) (c)(ii) vir implementering van die munisipaliteit se dienslewering en die uitvoering van sy jaarlikse begroting wat die volgende moet insluit:*

*(a) vooruitskattings vir elke maand van –*

- (i) inkomste wat ingevorder staan te word, per bron; en*
- (ii) bedryfs- en kapitaalbesteding, per begrotingspos;*

*(b) Diensleweringssteikens en prestasie-aanwyzers vir elke kwartaal”.*

**Hierdie verslag fokus op die Diensleweringssteikens en prestasie-aanwyzers vir die 2016/17 finansiële jaar uitsluitlik die finansiële verslag aangesien dit op n maandelikse basis gerapporteer word deur middel van die A71 rapportering proses.**

## DISCUSSION

The SDBIP serves as a “contract” between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community to monitor the municipality’s performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget, the execution of projects, the performance of senior management and the achievement of the strategic objectives set by council.

## Outcome of Overall Performance:

Summary of Results	MM office	Internal Auditor	Corporate	Development	Technical	Operations	Finance
KPI Not Yet Measured (KPI's was revised and removed)	0	0	0	2	1	1	0
KPI Not Met	0	0	1	4	7	1	0
KPI Almost Met	0	0	0	1	1	0	1

KPI Met	2	1	8	11	24	5	3
KPI Well Met	0	1	1	1	0	4	5
KPI Extremely Well Met	0	0	2	1	2	0	2
<b>Total KPIs</b>	<b>2</b>	<b>2</b>	<b>12</b>	<b>20</b>	<b>35</b>	<b>11</b>	<b>11</b>

The 2016/17 SDBIP was revised and approved by council on 25 April 2017.

### BESPREKING

Die SDBIP dien as 'n "kontrak" tussen die administrasie, raad en gemeenskap wat die oogmerke en doelwitte uiteensit wat deur die raad as kwantifiseerbare uitkomste gestel is en wat deur die administrasie in die administrasie jaar geïmplementeer kan word. Dit bied 'n skakel tussen die burgemeester, die raad (uitvoerend) en die administrasie en faciliteer die proses om bestuur vir sy prestatie aanspreeklik te hou. Dit is dus 'n bestuurs- implementering- en monitoringinstrument wat die burgemeester, raadslede, munisipale bestuurder, senior bestuurders en die gemeenskap in staat stel om die munisipaliteit se prestatie op 'n kwartaallike grondslag te monitor. Die SDBIP sal toesien dat geskikte inligting intern en ekstern versprei word vir die doeleindes van monitoring van die implementering van die begroting, die uitvoering van projekte, die prestatie van senior bestuur en die bereiking van die strategiese doelwitte wat deur die raad gestel is.

Uitkomste van die Totale Prestasie:

Opsomming van Uitslae	MM Kantoor	Interne Ouditeur	Korporatief	Ontwikkeling	Tegnies	Operasies	Finansies
KPI Not Yet Measured (KPI's was revised and removed)	0	0	0	2	1	1	0
KPI Met	0	0	1	4	7	1	0
KPI Almost Met	0	0	0	1	1	0	1
KPI Met	2	1	8	11	24	5	3
KPI Well Met	0	1	1	1	0	4	5
KPI Extremely Well Met	0	0	2	1	2	0	2
<b>Total KPIs</b>	<b>2</b>	<b>2</b>	<b>12</b>	<b>20</b>	<b>35</b>	<b>11</b>	<b>11</b>

Die 2016/17 SDBIP was hersien en goedgekeur deur die Raad op 25 April 2017.

#### LEGAL RESPONSIBILITIES

The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13.

#### Section 54(1)(c) of MFMA.

#### LEGAL RESPONSIBILITIES

Die Wet op Munisipale Finansiële Bestuur, Wet No. 56 van 2003 (MFMA) en Nasionale Tesourie MFMA Omsendbrief No. 13.

Artikel 54(1)(c) van die MFMA

#### FINANSIËLE IMPLIKASIES/FINANCIAL IMPLICATIONS

Not applicable / Nie van toepassing

#### KLIËNTESORG IMPLIKASIE / CLIENT CARE IMPLICATION

Not applicable / Nie van toepassing

#### RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended:

That Council takes note of the outcome of the final 2016/2017 performance report of the Municipality.

#### AANBEVELING DEUR ITEM OUTEUR AAN RAAD:

Dit word aanbeveel:

Dat die Raad kennis neem van die uitkoms van die finale 2016/2017 prestasie verslag van die Municipaaliteit.

#### RESOLVED BY COUNCIL : 27 JULY 2017

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously resolved as follows:

Council takes note of the outcome of the final 2016/2017 performance report of the Municipality.

*For finalization by the Acting Director : Development Services, Mrs. B Swartland.*

**BESLUIT VAN DIE RAAD : 27 JULIE 2017**

Nadat die Voorsitter geleentheid aan die Raadslede gegee het, en die item behoorlik bespreek is, word eenparig as volg besluit :

**Die Raad neem kennis van die uitkoms van die finale 2016/2017 prestasie verslag van die Munisipaliteit.**

*Vir afhandeling deur die Wnde Direkteur : Ontwikkelingsdienste, Me. B Swartland.*



ITEM/TITLE/ITEM/TITLE

R142/2017 DIREKTORAAT: ONTWIKKELINGSDIENSTE: GOP: KONSEP GOP & BEGROTINGSPROSESPLAN VIR DIE 2018/2019 BOEKJAAR

C142/2017 DIRECTORATE: DEVELOPMENT SERVICES: IDP: DRAFT IDP & BUDGET PROCESS PLAN FOR THE 2018/2019 FINANCIAL YEAR

*[Report compile in both languages / Verslag saamgestel in beide tale]*

LEER NOMMER/FILE NUMBER

5/1/1-2017/2018

PURPOSE / AIM OF REPORT

The purpose of this report is to submit the draft IDP & Budget Process Plan for the 2018-2019 Financial Year for Council's approval.

DOEL VAN VERSLAG

Die doel van hierdie verslag is om die konsep GOP & Begrotings-prosesplan vir die 2018-2019 boekjaar aan die Raad vir goedkeuring voor te lê.

BACKGROUND

Section 28 (1) of the Municipal Systems Act state that: Each municipal council, within a prescribed period after the start of its elected term, must **adopt** a **process** set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.

Section 21(1) (b) of the Local government: Municipal Financial Management Act. 2003 reads as follows:

The Mayor of a municipality must at least 10 months before the start of the budget year, table in the municipal council a **time schedule** outlining key deadlines for-

- (i) the preparation, tabling and approval of the annual budget;
- (ii) the annual review of –
  - (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act, and
  - (bb) the budget-related policies;
- (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
- (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii)

## AGTERGROND

Artikel 28(1) van die Wet op Munisipale Stelsels, 2000 verklaar dat: Elke munisipale raad moet binne 'n voorgeskrewe tydperk ná die aanvang van sy verkoose termyn 'n proses aanvaar wat skriftelik uiteengesit is om die beplanning, opstel, aanvaarding en hersiening van sy geïntegreerde ontwikkelingsplan te lei.

Artikel 21(1)(b) van die Wet op Plaaslike Regering: Munisipale Finansiële Bestuur, 2003 lees soos volg:

Die burgemeester van 'n munisipaliteit moet ten minste 10 maande voor die aanvang van die begrotingsjaar 'n **tydrooster** in die munisipale raad ter tafel lê wat die belangrikste sperte uiteensit vir –

- (i) die voorbereiding, tertafellegging en goedkeuring van die jaarlikse begroting;
- (ii) die jaarlikse hersiening van –
  - (aa) die geïntegreerde ontwikkelingsplan ingevolge artikel 34 van die Wet op Munisipale Stelsels;
  - (bb) die begrotingsverwante beleidsdokumente;
- (iii) die tertafellegging en aanvaarding van enige wysigings aan die geïntegreerde ontwikkelingsplan en die begrotingsverwante beleide; en
- (iv) enige raadplegende prosesse wat deel vorm van die prosesse bedoel in subparagraaf (i), (ii) en (iii).

## DISCUSSION

When preparing the annual budget, the Municipality must –

1. Take into account the municipality's integrated development plan;
2. Revise the integrated development plan in terms of Section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;
3. Take into account the national Budget, the relevant Provincial Budget, the National Government's fiscal and macro-economic policy, the annual Division for Revenue Act and any agreements reached in the Budget forum, in terms of the Intergovernmental Fiscal Relations Act, No 97 of 1997.

## **The aim of the IDP & Budget Process Plan is thus to ensure that:**

1. The municipality approves the annual budget before the start of the budget year.
2. Legislative provisions in the Local Government Municipal Systems Act, No 44 of 2003 as amended and Local Government Municipal Finance Management Act, No 56 of 2003 for the publication of annual budgets and consultations on tabled budgets are adhered to.
3. The municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget.

4. The annual performance agreements as required in terms of Section 57 (1) (b) of the Municipal Systems Act for the Municipal Manager and all Senior Managers –
  - (a) comply with the Local Government: Municipal Finance Management Act in order to promote sound financial management;
  - (b) are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan, and
  - (c) are concluded in accordance with section 57(2) of the Municipal Systems Act.

The IDP & Budget process plan for the 2017/2022 and the Time Schedule for the 2017/18 financial year (Annexure A) is hereto attached.

### **BESPREKING**

Wanneer die jaarlikse begroting voorberei word, moet die munisipaliteit –

1. Die munisipaliteit se geïntegreerde ontwikkelingsplan in ag neem;
2. Ingevolge artikel 34 van die Wet op Munisipale Stelsels die geïntegreerde ontwikkelingsplan hersien, met inagneming van realistiese inkomste- en uitgaweskatting vir toekomstige jare;
3. Die nasionale begroting, die betrokke provinsiale begroting, die nasionale regering se fiskale en makro-ekonomiese beleid, die jaarlikse Wet op die Verdeling van inkomste en enige ooreenkomste wat in die Begrotingsforum aangegaan is kragtens die Wet op Interregering Fiskale Verhoudinge, Wet 97 van 1997, in berekening hou.

Die oogmerk van die **GOP & Begrotingsprosesplan** is dus om te verseker dat:

1. Die munisipaliteit die jaarlikse begroting voor die aanvang van die begrotingsjaar goedkeur.
2. Wetgewende bepaling in die Wet op Plaaslike Regering: Munisipale Stelsels (Wet 44 van 2003) soos gewysig en die Wet op Plaaslike Regering: Munisipale Finansiële Bestuur (Wet 56 van 2003) vir die publikasie van jaarlikse begrotings en raadpleging oor voorgelegde begrotings nagekom word.
3. Die munisipaliteit se dienslevering- en begrotings-implementeringsplan binne 28 dae na die goedkeuring van die begroting deur die burgemeester goedgekeur word.
4. Die jaarlikse prestasie-ooreenkomste, soos vereis kragtens artikel 57(1)(b) van die Wet op Munisipale Stelsels, van die Munisipale Bestuurder en alle senior bestuurders –
  - (a) voldoen aan die Wet op Plaaslike Regering: Munisipale Finansiële Bestuur ten einde goeie finansiële bestuur te bevorder;

- (b) gekoppel is aan die meetbare prestasiedoelwitte wat met die begroting goedgekeur is en aan die dienslewering- en begrotingsimplementeringsplan; en
- (c) aangegaan word ooreenkomsdig artikel 57(2) van die Wet op Municipale Stelsels;

Die GOP & Begrotingsprosesplan vir die 2017/2022 boekjaar en die tydrooster vir die 2017/18 boekjaar (Aanhangsel A) word hierby aangeheg.

#### LEGAL RESPONSIBILITIES

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of Government, the preparation of the planning process is regulated by the Municipal Systems Act, No 32 of 2000. The Act specifies the following regarding the process:

#### **Section 28:**

- Each Municipal council must adopt a process set out in writing to guide the planning, drafting, adoption and review of the IDP.
- The Municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- A municipality must give notice to the local community of particulars of the process it intends to follow.

#### **Section 29(1):**

The process must:

- (a) be in accordance with a predetermined programme specifying timeframes for the different steps;
- (b) through appropriate mechanisms, processes and procedures allow for:
  - i. the local community to be consulted on its development needs and priorities;
  - ii. the local community to participate in the drafting of the IDP; and
  - iii. organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation ; and
- (d) Be consistent with any other matters that may be prescribed by regulation.

## WETLIKE VERANTWOORDELIKHEDÉ

Om te verseker dat sekere minimum gehaltestandaarde van die GOP-proses en behoorlike koördinering tussen en binne die vlakke van regering gehandhaaf word, word die voorbereiding van die beplanningsproses deur die Wet op Municipale Stelsels (Wet 32 van 2000) gereguleer. Die Wet spesifieer die volgende met betrekking tot die proses:

### *Artikel 28:*

- Elke municipale raad moet 'n proses aanvaar wat skriftelik uiteengesit is om die beplanning, opstel, aanvaarding en hersiening van die GOP te lei.
- Die municipaliteit moet by wyse van geskikte mechanismes, prosesse en procedures ingestel kragtens hoofstuk 4, die plaaslike gemeenskap raadpleeg voordat die proses aanvaar word.
- 'n Municipaliteit moet die plaaslike gemeenskap kennis gee van die besonderhede oor die proses wat hy beoog om te volg.

### *Artikel 29(1):*

Die proses moet:

- (a) plaasvind ooreenkomsdig 'n voorafbepaalde program wat tyds-raamwerke vir die verskillende stappe stipuleer;
- (b) deur middel van geskikte mechanismes, prosesse en procedures voorsiening maak vir:
  - i. die plaaslike gemeenskap om geraadpleeg te word oor hul ontwikkelingsbehoeftes en -prioriteite;
  - ii. die plaaslike gemeenskap om aan die formulering van die GOP deel te neem; en
  - iii. staatsorgane, insluitend tradisionele owerhede, en ander rolspelers om geïdentifiseer en geraadpleeg te word oor die formulering van die geïntegreerde ontwikkelingsplan;
- (c) die identifisering van alle planne en beplanningsvereistes bindend op die municipaliteit ingevolge nasionale en provinsiale wetgewing; en
- (d) konsekwent wees met enige ander aangeleenthede wat deur regulasie voorgeskryf mag word.

## FINANCIAL IMPLICATIONS

None

## FINANSIEËLE IMPLIKASIES

Geen

#### CLIENT CARE IMPLICATION

Will be advertised for public comments, and will also serve before the ward committees and portfolio committees for the comments and notification.

#### KLIËNTESORG IMPLIKASIES

Sal geadverteer word vir openbare kommentaar, en sal ook voor die wyks-komitees en portefeuiljekomitees dien vir kommentaar en kennismisname.

#### RECOMMENDATION BY ITEM AUTHOR TO COUNCIL :

It is recommended that Council approves the draft IDP & Budget Process Plan for the 2018/ 2019 Financial Year.

#### AANBEVELING DEUR ITEM OUTEUR AAN RAAD :

Daar word aanbeveel dat die Raad die konsep GOP & Begrotings-prosesplan vir die 2018/2019 boekjaar goedkeur.

#### RESOLVED BY COUNCIL : 27 JULY 2017

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously resolved as follows:

**Council approves the draft IDP & Budget Process Plan for the 2018/ 2019 Financial Year.**

*For finalization by the Acting Director : Development Services, Mrs. B Swartland.*

#### BESLUIT VAN DIE RAAD : 27 JULIE 2017

Nadat die Voorsitter geleentheid aan die Raadslede gegee het, en die item behoorlik bespreek is, word eenparig as volg besluit :

**Die Raad keur die konsep GOP & Begrotings-prosesplan vir die 2018/2019 boekjaar goed.**

*Vir afhandeling deur die Wnde Direkteur : Ontwikkelingsdienste, M& B Swartland.*